

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, October 19, 2009**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Paul Kendle, Rich Aicher.

**MEMBERS EXCUSED:** None.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Rob Strong, Robyn Hallet, DonElla Payne, Chip Law, Noel Halvorsen.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the September 21, 2009, meeting of the Brown County Housing Authority.

F. Aicher stated that on page 4 of the minutes, the name R. Aicher should be substituted with M. Welch for the paragraph that states: "R. Aicher stated that he doesn't see anything referencing fraud..."

A motion was made by R. Aicher and seconded by T. Diedrick to approve the minutes with the amendment. Motion carried.

**COMMUNICATIONS:**

None.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program.
  - A. Preliminary Applications

D. Payne stated that there were 180 preliminary applications received by ICS for the month of September.
  - B. Housing Assistance Payments

D. Payne stated that the HAP for September was \$1,016,081.00.
  - C. Housing Assistance Unit Count

D. Payne stated that the unit count for September was 2,665.
  - D. Housing Quality Standard Inspection Compliance

D. Payne stated that that initial pass inspection rate was up to 44.68%, The re-evaluation inspections rate dropped to 23.15%. The fail rate was at 32.18%, which is a correction from what is listed on the report.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law distributed 52681B reports to the members. With A. May Steffel having left for a new position, there are several components that are difficult to gather right now. He stated that ICS is \$36,228.81 under budget so far for the year. As he stated at the previous meeting, he does believe that number will not remain that high for the final quarter. The FSS Administrator dollars are also under budget by approximately \$5,000.00.

F. SEMAP Monitoring Report

D. Payne stated that SEMAP is still at 100% and that they are still a high performer.

G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne stated that there were 100 clients in September, of which 38 have escrow accounts. There were no graduates for the month of September. There is one new contract for September.

H. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that the client count is at 94.

3. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

D. Payne stated that there were 9 investigations opened in September, with 2 investigations closed as substantiated, 3 closed as unable to substantiate, and 4 remain open.

A motion was made by M. Welch and seconded by P. Kendle to take item 5 before item 4. Motion carried.

**NEW BUSINESS:**

5. Discussion and action on the Mutual Housing Association property consolidation with NeighborWorks® Green Bay on a request that the units covered by the Community Development Corporation's Project-Based Housing Choice Voucher Contract with the BCHA be added to the NeighborWorks® Green Bay/BCHA contract upon consolidation.

N. Halvorsen stated that the Mutual Housing Association (MHA) has asked NeighborWorks® Green Bay to assume ownership of their portfolio of rental housing. He distributed a list of the rental properties that they would be taking over from the Mutual Housing Association. There are five properties that currently have loans from the BCHA. Some of the debt is hard debt, where the MHA is making monthly payments to retire the debt, while in other cases there are soft loans. NeighborWorks® Green Bay is asking the BCHA to allow NeighborWorks® Green

Bay to assume these loans and that the BCHA would subordinate their position to new conventional debt in the cases of the deferred loans, or where the BCHA is already in a subordinate position. Once the consolidation is complete, NeighborWorks® Green Bay would like the BCHA to allow them to assume the project based voucher contracts. All of the properties with the exception of the group homes have project based vouchers and NeighborWorks® Green Bay would like to continue to provide that service.

F. Strong stated that what he is hearing being requested is, would the BCHA be willing to allow the assumption of these debts and the BCHA would stay in basically the same security position they are in already, and to also allow NeighborWorks® Green Bay to assume the voucher contracts.

N. Halvorsen stated that is correct.

A. motion was made by P. Kendle and seconded by R. Aicher to provide the necessary subordination as NeighborWorks® Green Bay goes through the process of taking over ownership of the MHA properties that the BCHA has a position on with the understanding that the BCHA's security position would not weaken, and also to allow NeighborWorks® Green Bay to assume the project based voucher contracts. Motion carried.

A. motion was made by P. Kendle and seconded by M. Welch to return to the regular order of the agenda. Motion carried.

#### **OLD BUSINESS:**

4. Finalization of the presentation of the Housing Choice Voucher Program for County Board of Supervisors at their October 21, 2009, meeting.

F. Hallet stated that the Board has a hard copy of the power point presentation that will be presented to the Board of Supervisors, which does include the changes that were discussed at the last meeting of the BCHA. R. Hallet briefly went over the changes and stated that representatives from the Department of Housing and Urban Development would be attending this presentation.

#### **NEW BUSINESS:**

6. Discussion and action on 2010 payment standards.

E. Payne stated that it was discussed several months ago to go with the dual payment standard. The table shows that the payment standards in the City would stay the same in 2010, as they were in 2008 and 2009. For example, the rent would be at \$573 for a 1 bedroom, which would bring it to 105.52%. Outside of the City the rent would be \$597 for a 1 bedroom, which would bring it to 109.94%. There are higher standards outside of the City and that will help with deconcentration. (Note: The examples of rent are for 1 bedroom, not 0, as stated at the meeting.)

F. Strong stated that the reason behind bringing the payment standards down was to be able to serve more clients.

A motion was made by R. Aicher and seconded by M. Welch to approve the 2010 payments standards as proposed. Motion carried.

7. Discussion and action on proposed Administrative Plan change for Chapter 12, page 23.

E. Payne stated that ICS wants to tighten up the language and make it even tighter than what HUD says are the bare minimum requirements. Chapter 12, page 23 would now state, "Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety, or right to peaceful enjoyment of others."

A motion was made by P. Kendle and seconded by T. Diedrick to approve the proposed Administrative Plan change for Chapter 12, page 23, as presented. Motion carried.

8. Discussion and action on proposed Administrative Plan change for Chapter 16, page 23.

E. Payne stated that the changes proposed are for two different types of overpayments. The first is for overpayments that are not the result of unreported income and would allow the overpayment to be calculated back to the first of the month after the date of the violation of program rules. The second is for overpayments that are the result of unreported income and allows date to when the overpayment is charged to be 50 days after the date when the client should have reported the income change. The 50 days is to allow for verification and other processing time. The change will also include an example for overpayments that result from unreported income so that it is easier to understand.

R. Hallet explained that this change would clarify how far back we could charge the overpayment if a client fails to report income within the required 10 day period.

T. Diedrick questioned if someone who has a cognitive disability would understand this.

C. Law stated that this simplifies this for the client because they simply have to notify ICS within 10 days of any changes in their income and then they won't have to worry about anything to do with overpayment.

E. Payne stated that the client receives this information verbally several times and also in writing.

R. Hallet stated that bullet point three needs to have the word "have" after the word "then."

A motion was made by P. Kendle and seconded by M. Welch to approve the proposed Administrative Plan change to Chapter 16, page 23, with the grammatical correction noted. Motion carried.

9. Discussion on HUD's changes to FSS Program Coordinator funding and approval to submit to HUD a renewal application for 3 FSS Coordinator positions for 2010.

D. Payne stated that the form is complete even though it may look like it is not complete because of all of the changes HUD has done. This has to be returned to HUD next week.

A motion was made R. Aicher and seconded by T. Diedrick to approve the submission to HUD of a renewal application for 3 FSS Coordinator positions for 2010. Motion carried.

R. Hallet asked D. Payne to talk about the HUD changes to the FSS Program Coordinator funding.

D. Payne explained that HUD is funding according to how many cumulative clients were in FSS from July 1, 2008 through June 30, 2009. Twenty-five clients is one position, seventy-five clients is two positions, one hundred twenty-five clients is three positions, and then it continues to go up.

10. Discussion of ICS's intentions to release a Request for Proposal for HCV applicant screenings. ICS's current contract with Langan Investigations ends November 30, 2009.

D. Payne stated that the contract with Langan Investigations expires on November 30, 2009. She would like to put out a bid request for proposals because she needs to be able to compare agencies for what they offer and for the prices. The Requests for Proposals will be going out next week and need to be returned by November 13, 2009. A decision on which agency would be used will be reached by November 20, 2009.

R. Aicher noted that Langan & Associates have provided very comprehensive services and the Authority would expect the same quality in the future.

#### **BILLS:**

R. Hallet distributed an addendum to the bills.

A motion was made by T. Diedrick and seconded by P. Kendle to approve the payment of the bills. Motion carried.

#### **FINANCIAL REPORT:**

The financial report was received and placed on file.

#### **STAFF REPORT:**

R. Strong stated that approximately 40 applications have been received for the Senior Accountant position.

A motion was made by R. Aicher seconded by M. Welch to adjourn the meeting at 4:22 p.m. Motion carried.